1 2 JUL 1974

MEMORANDUM FOR: Deputy Director for Intelligence
                  Deputy Director for Operations
                  Deputy Director for Science and Technology
                  DCI/ADP Control Officer

SUBJECT   : Priorities for ADP Programming Tasks

REFERENCE   : DD/M&S 74-1669, dtd 28 May 74, Subj: ADP
                     Resource Allocation System

1.   The Reference established an organizational means for the review and control of ADP services at the Directorate and the Office level by designated ADP Control Officers.

2.   Within approved allocation limits there is still a need to assign priorities to the various systems development and programming tasks sent to the Office of Joint Computer Support (OJCS).

3.   Priorities, assigned within each Directorate by the ADP Control Officers, will enable OJCS to get important work done first and place less essential jobs at the end of the queue. Office ADP Control Officers will ensure that priorities are assigned under one of the following categories:

Priority 1.   Interrupt tasks under way for this Directorate (except for other Priority 1's in progress).

Priority 2.   Put ahead of other pending tasks for this Directorate.

Priority 3.   Put behind other pending tasks for this Directorate.

Priority 4.   Do as time becomes available.

The priority requested should be stated in the first sentence of the services requested (box 6) of the Form 930 (Computer Service Request/Action Form). Priority 1 or 2 must have the concurrence of the Directorate ADP Control Officer. I request that you begin using these priority designations now.
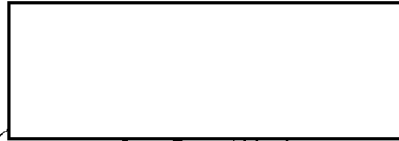
STATINTL

John L. Blake
Acting Deputy Director
for
Management and Services

cc: DD/M&S ADP Control Officers